Managing the Website

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Dreamweaver provides a number of site management processes:

- Migrations of files to a web server.
- Retrieval of current copies from a web server for local modification.
- Global checking and changing of links.
- Synchronization of local and remote web sites.
- Check-in/check-out system for file maintenance.

Migrating Files to A Web Server:

Setting up a site for migrations:

1. Click on "Site" in the Dreamweaver top menu bar.
2. Click on "Define Site".
3. Select your local site from the list displayed and click Edit.
4. Select "Web Server Info" from the category list on the left side of the Site Definition window.
5. Click the down arrow for the Server Access drop down list and select "FTP".
6. Enter the Server Host name (isbwwwtest or isbwwwprod for Internet servers).*
7. Leave the Host Directory name blank. (R. 9/01)
8. Enter your FTP userid in the Logon field. This would be your section's initials.
9. Enter the password associated with your FTP userid for the server selected for migrations. Remember, your password for isbwwwtest will be different from isbwwwprod.
10. Click OK.
11. Click "Done" on the Site Definition window.

* Note: It is recommended that you set up multiple sites having the same local subdirectory as the root but different target web servers for migration purposes. Assigning descriptive names to these separate Dreamweaver sites (i.e. OSP Test, or OSP Production) will facilitate selection of the appropriate site for the migrations needed – to the wwwtest server or the wwwprod server.

Migrating files:

1. Open the site associated with the server to which you wish to migrate files.
2. Click on the local file you wish to migrate in the right local folder pane of your window. You can select more than one by simultaneously holding down the Shift key to select contiguous files, or the Control key to select multiple files that are not contiguous.
3. Click on "Connect" at the top of the Site window. Files and subdirectories on your web server site will be displayed in the left remote server pane.
4. Click on "Put" at the top of the Site window. Your files will be copied to the web server designated in the Web Info portion of your site definition.
5. Click on "**Disconnect**".

Retrieving File Copies from A Web Server for Local Maintenance:

Any web file (html, image, template, etc.) may be brought down from a web server (wwwtest or wwwprod, for example) for local updates and testing.

1. Open the site associated with the server from which you wish to retrieve files.
6. Click on "Connect" at the top of the Site window.
2. Move your mouse cursor to the left pane displaying the components on the server associated with that particular site. Click on the file you wish to retrieve. You can select more than one by simultaneously holding down the Shift key to select contiguous files, or the Control key to select multiple files that are not contiguous.
3. Click on "Get" at the top of the Site window. Your files will be copied from the web server designated in the Web Info portion of your site definition to your local site directory.
4. Click on "**Disconnect**".